

FAA SOLICITATION FOR REAL PROPERTY INSTRUCTIONS AND PROCEDURES

PART I - DESCRIPTION OF REQUIREMENTS

The Federal Aviation Administration desires to lease first class office space within the boundaries listed below.

Location: East
 West
 South
 North

In (City/County), (State).

Type And Amount

Space offered must be in a quality building of sound and substantial construction and conform or be capable of being altered to conform with the requirements set forth herein. All space will be measured in occupiable square feet, unless indicated otherwise.

Office:
Storage:
Other:
Reserved Parking Spaces

The right to use appurtenant areas and facilities is included.

The FAA estimates a need for (Number) linear feet of finished and painted ceiling high partitions, which includes (Number) interior doors. These partitions shall have low sound transmission, flamespread, and smoke development properties, as further defined in the attached requirements. Demolition of existing improvements necessary to satisfy the FAA's layout shall be done at the lessor's expense.

Term Of Lease

The lease term is for (year(s)) with the FAA having the option to renew for (number) additional years. The FAA may terminate the lease at anytime on or after the (number) (year/month).

Occupancy Date

Occupancy is required within (number) calendar days from the date of award. The FAA will deliver layout drawings and necessary finish selection to successful offeror within (number) days after award.

Offer Acceptance Period

Offers are due by (Date), and must remain open for (Number) days.

Offers are to be sent to the Contracting Officer (Name)

Federal Aviation Administration
Logistics Division (XXX-XX)
1234 Flight Street
XXXXXXX, XX XXXXX
(xxx)xxx-xxxx

The offeror will complete the "Proposal To Lease Space" based on the attached requirements.

Selection For Award

The offer that represents the most advantageous solution, as determined by the FAA, will be selected for direct negotiations and/or award.

Unsuccessful offerors will be notified as soon as practical after an award is made.

PART II - COMPLETING THE PROPOSAL

Instructions for "Proposal To Lease Space"

Section I: Give name and address of building. Building description refers to general construction type such as brick. Show total number of floors within the building. Indicate number of square feet in your building utilizing your commercial method of measurement on the line for "Total Rentable Square Feet". Total Occupiable Square Feet is optional.

Definition: Occupiable Space

"Occupiable Square Feet" is the method of measurement for the area for which FAA will pay a square foot rate. It is determined as follows:

- If the space is on a single tenancy floor, compute the inside gross area by measuring between the inside finish of permanent exterior building walls or from the face of convectors (pipes or other walling fixtures) if the convector occupies at least 50 percent of the length of exterior walls.
- If the space is on a multiple tenancy floor, measure from the exterior building walls as above and to the room side finish of fixed corridor and shaft walls and/or the center of tenancy separating partitions.

In either case, make no deductions for columns and projections enclosing the structural elements of the building and deduct the following from the gross area including their enclosing walls:

- a. Toilets and lounges
- b. Stairwells
- c. Elevators and escalator shafts
- d. Building equipment and service areas
- e. Entrance and elevator lobbies
- f. Stacks and shafts and
- g. Corridors in place or required by local codes and ordinances.

Section II: Indicate the amount of space to be offered to the FAA under the appropriate heading (e.g., Office, Storage, Special, Parking). Total occupiable square feet offered in the sum of office, storage, special, and excludes parking. The composite rate per square foot is computed as follows:

(Total Occupiable Square Feet Offered) divided by the (Total Annual Rent).

Total annual rent includes parking, services, or other items that will be included within the annual rental, for the space offered

Section III: The "Initial Term: Rate" is the composite rate per square foot for the initial term of the lease, prior to any renewals.

Note: Lease terms that are other than those requested by the FAA may not be considered.

Section IV: This section must be completed and signed. This offer must be signed in order to be considered.

Lessor's Annual Cost Statement

If the "Lessor's Annual Cost Statement" is attached it must be completed in accordance with the attached instructions.

PART III - GENERAL

General Safety and Environmental Requirements

Buildings in which space is offered for lease may be evaluated by the FAA to determine whether or not an acceptable level of safety is provided. This evaluation will consider the potential for loss of life, loss of federal property, and business interruption. Potential for fire growth and spread, as well as the building's capability to resist the effect of fire, may be evaluated. In addition, the building's environmental quality will be considered, including, for example, indoor air

quality, the presence, location, and condition of asbestos in the space, and levels of radon in the air. Offerors shall assist the Government in its assessments and detailed studies by making available information on building operations and providing access to space for assessment and testing.

Code Violations

Space offered must have a valid occupancy permit issued by the local jurisdiction prior to Government occupancy.